



Job Opportunity

Program Secretary (part-time)

Location: 2 Renshaw Road, Darien, CT

Hours: Part-time, 19 hours/week, mornings

Compensation: \$14 - \$17 per hour, based on experience

Closing Date: September 30, 2016

Distinguishing Characteristics:

Accountable for performing general clerical functions and client services for the Parks and Recreation Department and Youth Commission. Works under the direction of the Directors of Parks and Recreation and Youth Services. Task assignments may also come from the Assistant Director of Parks and Recreation and Office Administrator as assigned.

Examples of Essential Duties: Duties include interaction with the public, answering phones, multi-tasking between two departments, processing registrations and general office work for programs, facilities and activities offered.

- Assist with program preparation including event set up;
- Communication with program participants, both orally (over the phone and in person at the front desk) and in writing;
- Enter and retrieve data on computer and verify information through cross-referencing of computer and paper records;
- Perform clerical duties associated with program publicity (brochures, flyers, forms, etc.);
- Responsible for processing payments and refunds, and assisting with daily departmental bank deposits; and
- Other related duties.

Minimum Qualifications:

- High school diploma or GED;
- Knowledge of grammar, spelling, punctuation;
- Knowledge of modern office practices, procedures, equipment, and standard clerical techniques;
- Ability to prioritize and multi-task;
- Strong oral and written communication skills;
- Basic skills in performing arithmetic computations;
- Interpersonal skills and previous experience interfacing with the public;
- Knowledge of Microsoft Office Suite (Excel, Word, Outlook & Publisher); and
- Ability to be trained and operate application software such as, but not limited to, activity registrations, facilities registrations and point of sale.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference “Program Secretary” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Town of Darien Employment Application (available www.darienct.gov, HR Dept. page); and
3. Resume.

The Town of Darien is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.